

Therapy Assistant Objective

Position Summary

Under the general supervision of the Therapist Supervisor this position coordinates the Recreational Transportation program at the Wisconsin Veterans Home at King (WVHK). Major responsibilities include safely transporting members for activity-related outings and special events; scheduling drivers and recreation transportation for trips; ensuring safety of and maintenance for assigned fleet vehicles; providing support and assistance for participating members on outings; and ensuring WVHK staff that attend outings or transport members in any capacity are trained in safe transportation for individuals with disabilities and safe driving techniques. The incumbent operates passenger vehicles and must comply with state and federal regulations governing transportation of persons with disabilities. The duties may require assisting with normal or accommodated functioning for elderly, disabled, ill and/or injured members with memory, cognitive or psychiatric impairments.

Time% Goals and Worker Activities

65% A. Performance of Recreational Transportation-related Duties

- 22% A1. Safely operate CDL and Non-CDL vehicles on identified outings and events.
- 1% A2. Verify special needs of members being transported.
- 1% A3. Create monthly bus calendars and ensure drivers and buses are assigned to all trips and WVH King events as assigned and consistent with available resources.
- 30% A4. Provide attendant and other assistive services to members on outing as necessary to include but not limited to, loading and unloading busses, assisting members in store, into restaurant, assisting with ordering, helping to ensure members have a positive ridership and overall positive outing experience.
- 2% A5. Ensure that all necessary information is communicated to drivers regarding the trip schedule, special requirements, directions to location, etc.
- 1% A6. Work with Activities' staff to coordinate outings, to include outings that arise after the calendar is completed, adjusting schedules and routes as needed.
- 1% A7. Follow procedures when there is a member care or staff issue while off WVHK grounds.
- 2% A8. Secure and inspect all special needs equipment, items and securements prior to departure.
- 5% A9. Complete necessary pre- and post-trip inspections.

20% B. Provision of Training to WVHK Staff Responsible for Transporting and/or Assisting Members Attending Activities

- 1% B1. Coordinate training resources necessary to keep all recreational drivers and other staff trained in required skills.
- 8% B2. Organize and train WVHK staff that transports WVHK members, to include safe driving, securements, ramp operation, and safe transportation of persons with disabilities.

- 4% B3. Organize and train Activities' staff who attend outings, to include securements.
- 1% B4. Maintain training files and properly document training.
- 1% B5. Keep up-to-date on state and federal regulations regarding the transportation of nursing home residents and individuals with disabilities.

10% C. Recordkeeping, Reporting, and Coordination of Maintenance and Future Needs of Recreation Transportation of Fleet Vehicles with WVHK Mechanics and Outside Resources

- 1% C1. Receive and disseminate information from the recreational transportation drivers regarding maintenance problems with vehicles and equipment.
- 1% C2. Research and provide input into recreation transportation fleet procurements and retirements.
- 1% C3. Maintain ongoing communication with grant programs regarding WVH Recreation Transportation Fleet.
- 4% C4. Maintain records and reports on Grant vehicles as related to Recreation Transportation Fleet.
- 3% C5. Inspect vehicles, maintain maintenance records, and request maintenance for recreation transportation vehicles and equipment. Report problems to Marden Administrator, Grounds Supervisor and Chief of Security.

5% D. Performance of Duties to Ensure Technical Growth

- 1% D1. Attend and participate in staff meetings and special member care staffing relating to Recreation Transportation.
- 1% D2. Provide input for policy and program decisions as requested.
- 2% D3. Attend in-service training programs.
- 1% D4. Research and report on assigned quality assurance monitors.

Special Requirements

- Possess a valid CDL driver's license with air-brake certification
- Ability to meet standards for driving a state vehicle according to Fleet Management policies
- Must hold a valid WI driver's license
- Safe driving skills and demonstrated safe driving record

Environmental Conditions

- Conditions normally associated with long-term care, skilled nursing facilities
- Underground tunnels which connect buildings and allow access to work and patient areas
- Duties performed on WVHK campus and off site in a variety of settings, weather and terrain

- Occasional exposure to bodily fluids, strong odors, heat, cold, exhaust and cigarette smoke

Knowledge, Skills and Abilities

- Knowledge of occupational safety standards, including proper lifting techniques
- Knowledge of Americans with Disabilities Act provisions, and Federal Department of Transportation (DOT), Wisconsin DOT and Wisconsin Department of Health Services regulations related to patient transportation
- Ability to observe and recognize potential hazards or changed circumstances under all conditions
- Ability to train others
- Skill in verbal and written communication
- Skill in use of computers, including Microsoft Office Suite or similar applications
- Knowledge of regulations, standards and practices related to patient rights and privacy including the Health Insurance Portability and Accountability Act (HIPAA)
- Knowledge of WDVA and WVHK policies, procedures and regulations related to member care and member safety
- Knowledge of safety and infection control principles and practices
- Ability to establish and maintain working relationships
- Knowledge of transportation safety techniques, including securement of mobility devices
- Knowledge of techniques for transporting patients in wheelchairs over varying terrain
- Skill in conflict resolution
- Skill in organization and planning
- Ability to speak in front of groups
- Ability to use special adaptive communication devices
- Ability to discern emergency situations and follow appropriate member assistance protocols
- Ability to work independently and as a team member
- Knowledge of principles and practices for providing care to geriatric clients and clients with cognitive and/or physical impairments
- Ability to stand/walk up to 90% of an 8 hour day to provide member assistance
- Ability to frequently reach above shoulders to remove or replace items
- Ability to navigate narrow aisles
- Ability to perform skills on transportation safety checklists
- Ability to assist patients weighing up to 350 pounds with their mobility needs
- Ability to meet performance expectations as outlined in the annual review process and/or strategic initiatives